

HURSTBOURNE GREEN
RESEARCH & OFFICE PARK
DESIGN GUIDELINES

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Exhibit "E"

SITE PLANNING GUIDELINES

The objective of these Site Planning Guidelines is to create well planned and executed development on parcels within the Office Park of the highest quality and interest which complement and enhance the overall character of the entire Hurstbourne Green Office Park.

A. Parking Areas:

1. Minimum numbers of parking spaces required shall be as defined in the "Declaration of Covenants, Conditions and Restrictions", and as required in the current edition of "Zoning District and Subdivision Regulations for Jefferson County".
2. No color pigmentation shall be added to hard-surface paving materials.
3. Entry drives shall be readily observable to the first time visitor, with as few entry drives provided as practical per parcel. Entry drives shall be highlighted by such features as landscaping, planters, and architecturally compatible walls.
4. Parking areas shall be so arranged as to provide minimum conflict among service areas, pedestrians, and automobiles, and so as to provide natural and easy pedestrian access to building entries and to the overall site amenities such as jogging trails and footpaths. Special care should be taken to encourage pedestrian linkage to the retention lake area in parcel 120, as well as to the Bellevoir Mansion and A.B. Sawyer Park.
5. All parking areas shall be striped with white paint.
6. For parcel 120 there is a preference for minimal or no parking or loading/unloading areas between buildings and the retention lake area, so that a continuous greenspace from retention lake to building will be created.

B. Sidewalks and Plazas:

1. Visitor building entries shall be made easily recognizable to the first time visitor through the creation of entry plazas highlighted by such features as ceremonial porte cochere, special planters and landscape areas, architectural walls, and highlight lighting.
2. Pedestrian sidewalks and paved entry plazas shall be of hard-surfaced materials compatible in design, materials and texture to the paved pedestrian areas provided in the common areas of the Office Park.

C. Storage, Service and Loading Areas:

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1. No materials or equipment, including vehicles, shall be stored on site except inside buildings, or behind permanent walls not less than six feet in height, which screen such areas from adjacent sites so as not to be visible from neighboring properties, streets, and entrances.
2. No storage, service, or loading area shall extend into setback areas.
3. Each site shall be so arranged as to allow all necessary loading/unloading to be performed totally on site. No street loading/unloading shall be allowed.

D. Refuse Collection Areas:

1. All outdoor refuse containers shall be visually screened within a durable permanent enclosure which shall be 1 foot more in height than the height of the container enclosed and shall not exceed seven feet in height.
2. No refuse collection areas shall be permitted between a street and the front of a building.
3. Refuse collection areas should be effectively designed to contain all refuse generated on-site and deposited between collections. Deposited refuse should not be visible from outside the refuse enclosure.
4. Refuse collection enclosure should be designed of durable materials with finishes and colors which are unified and harmonious with the overall architectural theme.
5. Refuse collection areas should be so located on-site to provide clear and convenient access to refuse collection vehicles and thereby minimizing wear and tear on on-site and off-site development.
6. Refuse collection areas should be designed and located upon the lot to be convenient for the deposition of refuse generated on-site.

E. Screening of Mechanical and Electrical Equipment, Utilities and Communication Devices:

1. Guidelines under this section shall be construed to include, as a minimum, the following: exterior components of plumbing, processing, heating, cooling and ventilation systems, including piping, tanks, stacks, collectors, fans, blowers, ductwork, vents, louvers, meters, compressors, motors, exterior electrical equipment, transformers, conduits, gas lines, water lines, phone lines, cable T.V. lines, and equipment, antenna or communication devices, additional unnamed items are included if they are a part of any of the above mentioned systems.

2. Components shall not be directly visible from a height of five feet above any ground or ground floor elevations at a distance closer than five hundred feet from the closest building, wall or any lot.
3. It is preferred that in the case of roof-mounted components, that building parapets be of sufficient height that roof-mounted screening devices not be required. If parapets are not of sufficient height for screening, then an unobtrusive screening device that will appear as an integrated part of the overall architectural design shall be provided.
4. Any device implemented for screening of components shall appear as an integral part of the overall architectural design.
5. Visibility of exterior components from upper stories of adjacent building shall be kept to a minimum, and components shall be installed in a neat and compact fashion, and be painted to blend with adjacent materials.
6. In no case shall components be visible from adjacent streets, Bellevoir Mansion, or the retention lake area.
7. All exterior on-site utilities, including but not limited to drainage system, sewers, gas lines, water lines, electrical, telephone, communications and wires, and cable T.V. shall be installed underground.

F. Fences and Walls:

1. No fence or wall shall be constructed outside the building set-back line, except at parcel entrances. Walls or fences at entrances will be allowed within 50 feet of road right-of-way if designed as an integral part of the entry signage and of architectural design, texture, color and materials identical with the associated building. However, such fence or wall shall not intrude into the site distance triangle defined in the current edition of "Zoning District & Subdivision Regulations for Jefferson County", and shall not exceed 4'-0" in height unless otherwise approved by the Architectural Review Committee.
2. No fence or wall in a side yard without access or rear yard without access shall exceed a height of seven feet unless otherwise approved in writing by the Architectural Review Committee.
3. Walls and fences between buildings and fronting streets are discouraged, but when deemed necessary by the Owner, shall require written approval of the Architectural Review Committee.
4. All walls and fences shall be designed as an integral part of the overall architectural scheme, complementary in design, materials, texture and color, and as durable, permanent structures.

G. Ingress and Egress:

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1. It is the intention of this section to limit and control the placement of site entries in order to create a safe and logical traffic pattern with minimum congestion, and to support the goal of aesthetically pleasing, well designed and efficiently designed sets.
2. No parcel shall have direct access to Hurstbourne Lane, Whipps Mill Road or LaGrange Road.
3. Direct access to Dorsey Lane from Parcel 130 is discouraged.
4. Parcel 1 shall have no more than two entrances from Millbrook, with none closer than 400 feet to Whipps Mill Road or 150 feet to the entrance to another parcel.
5. Parcel 3 shall have one entrance to Millbrook at the extreme northern portion of the site, and one entrance from Ormsby Station Road no closer than 300 feet to Millbrook and no closer than 500 feet from Hurstbourne Lane.
6. Parcel 120 shall have no more than four entrances to Ormsby Station Road, and none shall be within 650 feet of Hurstbourne Lane.
7. Parcel 107 shall have one entrance to Ormsby Station Road and one entrance to Bellevoir Circle.
8. Parcels 102, 103, 104, 105 and 106 shall not have direct access to Ormsby Station Road or Mill Brook Road. Access to these streets shall be via two access roads from Bellevoir Circle.
9. Parcel 130 shall have three entrances to Ormsby Station Road, with no entrance closer than 650 feet to Hurstbourne Lane.
10. All entrances to parcels across the street from one another shall be coordinated so that they are either directly opposed, or are a minimum of 150 feet apart. Approval of entrance locations by the Architectural Review Committee shall be on a first-come, first-serve basis. However, the approved general district development plan has established the number and location of all entrances.

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ARCHITECTURAL GUIDELINE

The intent of the Architectural Guidelines is to establish a design framework which will create an overall standard of high quality and uniformity throughout Hurstbourne Green.

A. Building Design:

All buildings shall reflect current technology and shall be creative in design. Buildings giving the appearance of residences are not acceptable. The design of all buildings throughout the complex is to be compatible. Design conveying strong, bold statements which draws unnecessary attention or are incompatible with the overall appearance are not acceptable.

1. Height

- a) All buildings within parcels or subparcels of 102, 103, 104, 105 and 106 shall not exceed two stories, i.e. 30 feet from finished grade to top of parapet or 28 feet from finished grade to top of roof eave.
- b) All buildings within parcel or subparcels of 130 shall not exceed 4 stories in height i.e. 54 feet to the top of parapet or 52 feet to the top of roof eave from finished grade, with the exception of those buildings within 300 feet of the north and east property lines. Buildings within 300 feet shall not exceed 2 stories as described in Paragraph "a" above.
- c) All buildings within parcel or subparcels of 120 shall not exceed six stories, i.e. 85 feet from finished grade to top of parapet.
- d) All buildings within 300 feet of north and west property lines of parcel or subparcels of 107 shall not exceed 2 stories as described in Paragraph "a" above. All buildings within the remaining area of parcel 107 shall not exceed 3 stories in height, i.e. 42 feet to top of parapet or 52 feet to the top of roof eave from finished grade.
- e) All buildings within parcels or subparcels of 1 and 3 shall not exceed 4 stories, i.e. 54 feet from finished grade to top of parapet or 52' from finished grade to top of roof eave.

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2. Building Massing: Reduce the visual impact of large scale buildings.

- a) Long continuous building facades shall be fragmented into smaller components.
- b) Buildings shall be designed to create shadow lines.
- c) Consideration shall be given to the selection and placement of material textures.
- d) Buildings shall be designed so as to incorporate small scale elements into the design such as planter walls.
- e) Landscaping and berming shall be incorporated into the overall building design.
- f) Industrial-type and pre-engineered metal building types shall not be used.
- g) Street facing building facades shall be designed to be attractive and shall be or shall appear to be a primary facade.

3. Roofs

- a) Flat roofs are acceptable so long as:
 - 1. All roof top equipment is screened either with parapet walls and/or screen walls which are compatible with the building.
 - 2. Roof top equipment is painted a color to match either the building or roof in order to deemphasize their appearance and presence.
- b) Sloped roof treatments are acceptable so long as:
 - 1. They are not Mansard or Gambrel roofs.
 - 2. The materials are:
 - (a) Standing seam copper, or
 - (b) Factory finished standing seam metal roofs, or
 - (c) Skylight
 - 3. Corrugated metal, shingle or wood are not used.
 - 4. Gutters and downspouts are concealed or designed so as to be an architectural design element of the building.
 - 5. Minimum roof slope is 6:12

4. Building Materials

- a) One dominant material should be selected and expressed for each building.
- b) Materials shall be compatible with those of buildings on adjacent parcels and throughout the complex.
- c) Materials shall convey permanence, timelessness and high quality.
- d) Ease and efficiency of maintenance shall be considered in choosing material.
- e) Recommended materials include, but are not limited to, high quality brick, granite, glass, marble.
- f) Unacceptable materials include wood, metal and vinyl siding; plywood, texture 111 and other predominantly residential materials. Pre-engineered building materials such as corrugated metal siding shall not be used.

5. Color

- a) Exterior colors shall be subdued in tone and shall compliment colors used throughout the complex.
- b) Accent colors shall be limited.
- c) Variations in color shall be limited.

6. Entrances

Building entrances shall be highlighted by such features as Pattern change, material change, recesses, plazas, architectural walls, special detailing.

7. Styles - The objective is to create a consistency of basic architectural elements.

- a) Building design shall be tasteful, imaginative, and devoid of trendy or period styles.
- b) Styles such as colonial, tudor, Spanish, Victorian, Gothic shall not be used.

The objective of this section is to insure that exterior signage compliments the overall design integrity of the Research and Office Park.

A. Standards

1. Signs shall be limited to tenant identification only and shall be either wall mounted or freestanding.

WALL MOUNTED SIGNAGE

- a) All signage attached to buildings shall consist of individual letters and shall be attached parallel to the facade.
- b) Illumination shall be concealed and internal per letter.
- c) Signage shall neither move nor appear to move in any fashion.
- d) Signage shall be devoid of advertising.
- e) No sign shall be mounted on any roof.
- f) No sign shall extend above a line 18" below the top of the building parapet.
- g) Painted signs shall not be used.
- h) Attached signs shall not project beyond 6" from the face of wall.
- i) There shall be no more than two (2) primary tenant identification signs per building with only one sign per street frontage side. Letters shall be individual, and shall not exceed two (2) feet in height. Each identification sign shall not be larger than 80 S.F. There shall be no more than one logo per building. Height of logo shall not larger five (5) feet and shall not encompass more than 25 square feet. When a logo and letters are used in combination the total signage shall not exceed 120 S.F. Logo Illumination, if desired, shall be internal only.

- j) In the case of a multi-use building, the primary tenant shall follow paragraph "i" above. Each tenant thereafter will be allowed one additional sign which shall be installed in a predesigned space adjacent to the individual tenant entrance. Maximum size of tenant signage shall not exceed ten (10) sq. ft. with individual letters of a maximum height of 12 inches. Attached signs shall be designed as stipulated in paragraphs "a" through "h" above.
- k) In the case of a multi-use building with only one primary exterior entrance, individual exterior tenant signs, except that of the primary tenant will be incorporated into a free-standing building sign. See "Free-standing Building Signs."

FREESTANDING BUILDING SIGNS

Freestanding building signs, illuminated or non-illuminated, are permitted only in those situations when the above regulations disallow attached signage.

- a) Multi-tenant building signs shall not exceed 6 feet in height and shall be not more than 50 sq. ft. in size per face.
- b) Freestanding building signs shall not be used for single tenant buildings.
- c) No signs shall have more than two faces.
- d) Only one sign shall be used per parcel.
- e) Illumination shall be either internal or from concealed uplighting located in the ground at the base of the sign.
- f) Sign materials shall be durable, convey an appearance of high quality and shall be compatible with the building style and material. The sign shall appear solid with its base totally at grade.
- g) Recommended materials include granite, marble, pre-manufactured smooth metal signs with interior illumination.
- h) Signage materials which do not display permanence, such as wood or canvas, shall not be used.
- i) Portable or temporary signs are not acceptable.

- j) Freestanding building signs shall not be erected closer than 100 feet to Hurstbourne Lane.
- k) No freestanding building sign shall be erected within street right-of-ways or required street front setback, that is, 100 feet on Hurstbourne Lane, 30 feet on Bellevoir Circle and 50 feet on all other streets.

Directional Signs

Directional signs shall be in accordance with Planning and Zoning regulations.

LIGHTING

The objective of this section is to ensure that lighting will be designed for each lot which will contribute to public safety and site security, insure a cohesive fixture design throughout the complex and avoid illumination distractions to adjacent lots.

- A. All lighting potentially visible from an adjacent street, except bollard lighting less than forty two (42) inches high, shall be indirect or shall incorporate a full cut-off shield-type fixture.
- B. Lighting fixtures for parking areas, access drives, and internal vehicular circulation areas shall be a zero cutoff. The parking lot illumination level shall achieve a uniformity ratio of 3 to 1 (average to minimum) with a maintained average of 1 footcandle and a minimum of 0.3 footcandles.
- C. Service-area lighting shall be contained within the service yard's boundaries and enclosure walls. No light spillover should occur outside the service area. The light source should not be visible from the street.
- D. Light fixtures for parking areas, access drives and internal vehicular circulation areas shall match those installed within the road right-of-ways.
- E. Exterior building illumination or "wall washing" is not permissible.
- F. No parking areas or drives shall be illuminated from building mounted light fixtures.

LANDSCAPE GUIDELINES

The objective of the Landscape Guidelines is to create a sense of harmony and unity throughout the complex and an atmosphere of serenity and warmth.

A. Special Landscape Areas

1. Retention Basins:

- a) Landscaping inside the easement is designed and will be planted by the Association in order to create a lake/parklike visual feature for all tenants throughout the complex.
- b) No building, or part of a building shall encroach into the retention basin easement.

2. Parking Lot Perimeters

- a) The objective is to screen the view of automobiles within parking lots from a pedestrian or car passenger on any street and to visually soften each lot with landscaping.
 - b) Parking lots adjacent to front yard setbacks shall be screened from each street. Screening shall consist of continuous berms, shrubs, trees and ground cover. Non-continuous berms of 60-80' lengths may be grouped and planted with complimentary evergreen shrubs to substitute for continuous berms.
 - 1. Berms shall be at a height no less than 42 inches above the elevation of parking pavement and shall be sloped no greater than 3:1.
 - 2. In addition to the berm; planting shall consist of continuous low border evergreen shrubs 24 inches to 36 inches tall with at least 85% opacity during the summer and 60% opacity during the winter. Large shade trees shall also be planted along the frontage in a regular pattern while ornamental trees are to be grouped throughout. All plant material shall be hardy to the region.
3. Planting requirements
- a. Shade trees shall be a minimum of 12 to 15 feet in height with a 3 inch caliper trunk at 6" above the base at the time of planting and planted at 30 feet on center average.
 - b. Evergreen shrubs planted on the berms shall be 24 to 30 inches high at maturity and shall be 15" to 18" tall at the time of planting. Shrubs shall be maintained in natural state at no more than a 36 inch height.

c. Ornamental trees shall be planted in groupings of 3, 4 or 5. Distance between groupings shall average 75 feet on center. Trees shall be a minimum of 8-10 feet tall with a trunk caliper of 2 inches minimum at 6" above the base at the time of installation.

d. All trees, and evergreen shrubs shall be high quality low maintenance and of improved select hardy variety.

c) Side and rear yard parking lots which cannot be viewed from any street shall have continuous shrub border 3 feet to 4 feet tall at maturity an opacity of 85% in the summer and 60% opacity in the winter. In addition, tree groupings consisting of ornamental trees shall be planted. Groupings shall be spaced no more than 75 feet on center. Shade trees shall be spaced no more than 45' apart.

1. Planting requirements shall be as specified above in in paragraph "2.d" under Planting Requirements.

2. A minimum distance from rear or side property lines to curb of parking lot shall be no less than 25 feet.

3. Interior Parking Lot Landscape Regulations

a) Each row of parking shall be terminated at each end by a landscape island 5 feet wide. Each row shall have a tree island no less than 80' apart. Each island shall contain 2 shade trees and shrubs.

b) Head to head parking shall be separated by a landscaped island with a minimum width of 8 feet from face to face of curb. Planting within each island shall consist of shade trees and shrubs.

1. Shade trees shall be not less than 10-12' in height with a 3" caliper trunk.

2. Shrubs shall be planted between each tree and shall be spaced at 4 feet on center. Height of shrubs shall be 30 inches to 36 inches natural growth at maturity.

3. A sufficient mulch bed shall be placed throughout to limit unsightly weeds. Weed barrier cloth may be used.

c) Each side of all entrance drives shall be lined with shade and ornamental trees. Spacing shall not exceed 30 feet on center.

4. Parcel Perimeter Landscaping

a) Street perimeter landscape planting.

Street front planting shall be designed and installed in accordance with the "Declaration of Covenants, Conditions and Restrictions" and the previously developed landscape plan for Hurstbourne Green.

b) Side and Rear Yard Perimeter Landscape

1. A minimum of 60% of all rear yard property lines shall be landscaped.
2. No less than one tree shall be planted per 40 linear feet of side and rear property lines. Trees may be clustered but shall not be planted more than 75 feet apart. At least 40% of all trees shall be shade trees. Evergreen or ornamental trees shall not total more than 30% of all trees planted.
3. Whenever side and rear yard parking lot planting buffers are planted as stipulated in paragraph "c", "Side and Rear Yard Parking Lots", then "Perimeter Landscaping" described in paragraphs b1 and b2 above does not have to be planted for the length of the parking lot.

c) Perimeter Planting

1. Shade trees shall be a minimum of 8-10 feet in height with a 2-1/2 inch caliper trunk at the time of planting.
2. Evergreen shrubs shall be a minimum of 24 inches tall and when planted at 3 feet center to center shall have an opacity of 85%. Ornamental trees shall be minimum of 10 feet tall with a minimum trunk caliper of 2 inches at installation.
3. All trees, and evergreen shrubs shall be high quality, low maintenance, of improved select indigenous variety.

5. Building Entrances

- a) It is recommended that each building entrance be enhanced with amenities to soften hard surface materials as well as to reduce the scale of the entry area to effectively relate to the human scale of the users. These include planters, paving, entry covers, fountains, built-in seating and landscaping.
- b) Landscaping Throughout
 - 1. Trees, shrubs, ornamental trees and flowering plants, shall be installed throughout each parcel. Shrubs should be planted around each building to highlight entrances, shade structures and shield tenants from harsh climatological conditions.

6. Existing Trees

- a) Existing, healthy trees with a trunk caliper or equal size of those stipulated herein may be used to satisfy requirement for new trees, pursuant to these guidelines. Plants must be high quality disease and bug resistant hardy varieties.
- b) Existing trees to be substituted for new trees shall not be skinned or unhealthy and shall be free from disease; insect infestation and stress of construction.
- c) Existing trees with trunk caliper of 6 inches or more shall not be removed unless written approval is received from the Review Board. Protection of plants and their root system during construction and preservation of healthy existing trees is strongly required.